

Little Traverse Bay Bands of Odawa Indians
Job Posting

Job Title: CONSERVATIONIST
Department: Natural Resource Department
Reports to: Inland Fish and Wildlife Program Manager
Status: Non-Exempt
Salary: \$15.13 - \$20.47 per hour / (\$31,475 - \$42,584) annual
Level: 4
Terms: Grant Funded Position: BIA/USFWS. Grant ends 12/31/2014
Opens: November 14, 2013
Closes: December 5, 2013

SUMMARY

The Conservation Specialist is responsible for working to protect native ecosystems through invasive species identification and management, monitoring and assessment of LTBB properties for invasive species, development and implementation of an invasive species management plan, assisting in treaty rights implementations, forestry and the development of an agricultural program, and education and outreach to the Tribal and greater community. The Conservationist will perform a combination of field and office work and work closely with other Natural Resource Department program staff and local and regional agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, other duties may be assigned.

- Perform activities associated with data collection, monitoring and assessment of select tribal properties for invasive species and restoration needs/success, including habitat assessments, invasive species identification and identification of rare, threatened, endangered and culturally significant species.
- Complete herbicide treatments of invasive species and facilitate contractual services for larger/other restoration and/or invasive species treatment projects.
- Develop, implement and update the LTBB Invasive Species Management Plan.
- Maintain trails at Taimi Hoag Natural Area, Waawaashkesh, and other NRD preservation lands where applicable.
- Participate in local/regional/national conservation, restoration and/or invasive species policy meetings and assist in facilitating development of a weed management area for Northern Lower Michigan.
- Lead internal and external stakeholder workgroups for development of plans and projects.
- Review and provide comment on MDNR Forest compartment reviews.
- Incorporate invasive species management into LTBB Forest Management Plan.
- Oversee LTBB Forest Management and Fire Management Plans.
- Review and comment on State and Federal permits, management plans, and other documents related to invasive plant or forestry, as needed.
- Develop conservation and agriculture management plans, project work plans, and other program documents, as needed.
- Review LTBB natural resource protection statutes, consent decree, and draft conservation, agriculture and/or invasive species protection language and policies.

- Provide education/outreach to Tribal and non-Tribal community regarding invasive species, conservation, and agriculture issues/policies affecting Indian Country.
- Develop or update standard operating procedures for herbicide treatments, Quality Assurance Project Plans for data collection, and assist in development of safety protocols for field work activities.
- Organize/manage data into binders and/or appropriate databases, and perform any required data analysis.
- Perform all quality assurance measures/maintenance for procedures and equipment.
- Attend conservation, agriculture and/or invasive species trainings/conferences that will increase staff knowledge and capability.
- Report to the applicable grant agencies through quarterly and annual reports, technical reports, and other required reports and deliverables.
- Perform activities associated with the treaty rights implementation, agriculture, and forestry.
- Assist other LTBB NRD staff programs and projects, as needed.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Agriculture, Botany, Ecology, Environmental Science, Forestry, Natural Resource Management, or related field and three years professional conservationist or plant-related work experience required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Must possess experience with data analysis, plant identification and Microsoft Office programs: Access, Excel, Outlook, Publisher, PowerPoint and Word. Experience with plant identification required. Experience with conservation and agricultural practices and treatment protocols preferred. Experience with operation and maintenance of boats, outboard motors, canoes, GPS units, and other field equipment desirable. Must be self-motivated, trustworthy, and dependable, possess excellent oral and written communication skills, and be detail-oriented.

SUPERVISORY RESPONSIBILITIES

The Conservationist may be responsible for supervising seasonal interns or volunteers, when applicable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to sit and talk or hear. The employee is occasionally required to stand, walk and stoop, kneel, crouch, crawl, wade in standing and flowing water, and dig in the ground. The employee must occasionally lift and/or move up to 50 pounds (boat/canoe, and data collection equipment on land and off a boat or canoe). Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job,

the employee is frequently exposed to outside weather conditions during all four seasons. The noise level in the work environment is usually moderate.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license, reliable transportation and have an insurable driving record.

COMMENTS

Indian Preference will apply. Individual must be able to pass a criminal background investigation.